

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
ADMINISTRATION BUILDING
127 EAST OAK STREET, ROOMS 1H & 1I, JUNEAU, WI 53039**

May 5, 2021

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 8:00 a.m. with the following members present:
2. **ROLL CALL AND NON-COMMITTEE MEMBER COUNTY BOARD ATTENDANCE:**

COMMITTEE MEMBERS PRESENT

Larry Bischoff
Lisa Derr
Dan Hilbert
Haley Kenevan
Karen Kuehl

NON-COMMITTEE MEMBERS PRESENT

None

ALSO PRESENT: Jim Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Ed Somers, Clearview Executive Director/Administrator; Nicole Grossman, Clearview Finance Director; and Jill Soldner, Clearview Administrative Secretary.

3. **PUBLIC COMMENT:** None.
4. **APPROVAL OF MINUTES OF THE APRIL 7, 2021 MEETING:** Motion made by Kenevan to approve the April 7, 2021 Health Facilities Minutes; seconded by Hilbert. Motion carried.
5. **VOLUNTARY AND INVOLUNTARY DISCHARGES:** There were six (6) voluntary discharges and one (1) involuntary discharge to report.
6. **CENSUS REPORTS (*April 2021 average census*):**

Clearview Brain Injury Center:	14.3 (30-bed capacity)
Clearview:	91.7 (120-bed capacity)
Clearview Behavioral Health 1/2/3/4:	31 (40-bed capacity)
ICF-IID (formerly FDD):	35.3 (46-bed capacity)
Trailview	3.6 (4-bed capacity)
Clearview Community Group Home:	3.5 (4-bed capacity)
Northview Heights (CBRF):	16.6 (20-bed capacity)
7. **ADMINISTRATOR'S REPORT:** A PowerPoint presentation was given by Executive Director, Ed Somers, and Finance Director, Nicole Grossman.


- **Northview Heights Survey:** The Department of Health Services (“DHS”) conducted their annual survey offsite on April 13 and 14, 2021. There were no citations given.
- **Clearview Brain Injury Center Survey:** The Department of Health Services (“DHS”) conducted their survey from April 19 to 21, 2021. There were no citations given. Two K-tags were given during the Environmental Survey.
- **Update: COVID-19:** Executive Director Somers presented the Committee with the following updates on COVID-19:
 - **Testing:** Dodge County’s positivity rate is 3.1%; Clearview’s last positive test result was on April 26, 2021. One employee, who was not vaccinated, tested positive. The employee worked on many households, putting them in quarantine status. As a result of this outbreak, all residents and staff will be tested weekly until we have gone two testing cycles and 14 days without a positive result. Indoor visitation has been paused, although outdoor visits for non-quarantined households and compassionate care visits are allowed. Per a memo from the Centers for Medicare and Medicaid Services (“CMS”) dated April 27, 2021, when Clearview returns to routine testing, fully vaccinated staff will not need to be tested when the facility is not in outbreak status. Dodge County Public Health continues to offer vaccination clinics.
 - **Visitation:** On April 27, 2021, CMS changed visitation and activities guidance when not in outbreak status. If not in an outbreak status, fully vaccinated residents can resume dining and activities without masks and social distancing. Fully vaccinated residents and fully vaccinated visitors can meet in resident rooms without masks or socially distancing. Fully vaccinated staff are able to socialize in break rooms without masks or social distancing. Fully vaccinated staff can conduct in-person meetings without masks or social distancing.
 - **Household COVID Status:** Several households are on quarantine, with an end date of May 13, 2021.
 - **Personal Protective Equipment Inventory:** An update on Clearview’s Personal Protective Equipment (“PPE”) inventory as of May 3, 2021, was provided.
- **Update: 2020 Year-End Financial Analysis:** Update provided to the Committee on the 2020 year-end results, ending the year positive. Additional revenue was received, including Cares Act funding totaling \$1,520,858.36 as well as infection control bonuses totaling over \$500,000.00. These additional revenues are subject to audit. Department Directors worked hard to control spending within census, and capital purchases were halted. The implementation of Tyler from JD Edwards may also play a role in the final results. The County is currently completing its 2020 audit; final results will be presented to the Committee.
- **Update: 2021 First Quarter Financial Analysis:** Update provided to the Committee utilizing the year-to-date budget report from Tyler, indicating the financial status through March 31, 2021. First quarter data indicates that expenses are exceeding revenues. There are items not recorded yet for 2021 including

depreciation. The biggest contributor to the reduced revenue is census, which is trending up.

- **Update: 2021 Budget Status:** Transcribed first quarter results from the Tyler formatted report to the Excel format the Committee is accustomed to viewing by business unit. Grossman also explained to the Committee that Divisions 9095, 9096, 9097, and 9098 were added into the Clearview fund. The 9095, 9096, 9097, and 9098 divisions are primarily donated funds. Contributing factors to the negative first quarter include the reduced census, primarily IID and Medicare in the nursing home. Personal protective equipment is also being purchased at a higher rate. There are COVID incentives in place to entice employees to pick up shifts, which Clearview is evaluating based on the return of students for the summer. Looking ahead, Clearview is sending out financials weekly to all department heads to ensure spending matches with census. Big purchases have also been paused until we have second quarter financial data. Financial reviews will continue to be held quarterly with department heads to discuss results.
 - **Update: 2022 Budget, Preliminary Discussion:** Preliminary discussions were held at Operational Review meetings regarding capital and additional positions requested for the 2022 budget. Processes are being tweaked related to Tyler Munis, Accounts Payable, J.D. Edwards, and contracts as we continue to learn and grow with Tyler Munis. Clearview Department Heads will be involved in the 2021 year-end projections and developing the 2022 budget.
8. **CONSIDER, DISCUSS, AND TAKE ACTION TO WRITE OFF CLEARVIEW RECEIVABLES:** Clearview account balances that are uncollectable were presented to the Health Facility Committee in the amount of \$63,150.50. The same information will be shared with the Finance Committee at its May 10, 2021 meeting. Motion by Derr to approve Clearview's write-off request in the amount of \$63,150.50; seconded by Kuehl. Motion carried.
 9. **NEXT MEETING DATE AND TIME:** *Wednesday, June 2, 2021, at 8:00 a.m.*, in Rooms 1H and 1I, 127 East Oak Street, Juneau, Wisconsin.
 10. **ADJOURN:** There being no further business to come before the Committee, Motion by Hilbert to adjourn; seconded by Kuehl. Motion carried. Meeting adjourned at 9:43 a.m.

Dated this 2nd day of June, 2021.

Respectfully submitted,


Karen Kuehl, Secretary